

How to Request Credit for Prior Experience and Training

An individual may apply for credit for previous experience and training when applying for an apprentice license, or any time during current licensure as an apprentice.

An individual may apply for up to two years' credit if not previously licensed as an apprentice in the state of Nevada and up to three years' credit for experience and training gained during a previous Nevada apprenticeship.

Individuals not previously licensed as apprentices in the state of Nevada must provide to the Board office:

1. A written request detailing the amount of credit for previous experience/training being requested, the employer(s) and exact dates of employment during which the experience/training was gained. The request must also include exact dates of employment and hours worked per week, and must specify categories of training and/or duties, noting approximate time in percentages devoted to each category. In addition, it must describe the reasons the individual believes the request should be granted.
2. Letter(s) sent directly to the Board office from previous employer(s) which detail(s) exact dates of employment and hours worked per week, and specifies categories of training and/or duties, noting approximate time in percentages devoted to each category. Exceptions to the documentation requirement will be considered on a case-by-case basis.
3. If making the request separately from the application process, a signed waiver of right to personal notice under NRS 241.033 (under the *Forms* tab on the Board's website opticalboard.state.nv.us).

Individuals previously licensed as apprentices in the state of Nevada must provide to the Board office:

1. A written request to the Board office detailing the amount of credit for previous experience/training being requested, and the previous apprentice license number and specific time frame the apprentice license was held. The request must also include the employer(s) and exact dates of employment during which the experience/training was gained, and hours worked per week. It must specify categories of training and/or duties, noting approximate time in percentages devoted to each category. In addition, it must describe the reasons the individual believes the request should be granted.
2. Letter(s) sent directly to the Board office from previous employer(s) which detail(s) exact dates of employment and hours worked per week, and specifies categories of training and/or duties, noting approximate time in percentages devoted to each category. Exceptions to the documentation requirement will be considered on a case-by-case basis.
3. If making the request separately from the application process, a signed waiver of right to personal notice under NRS 241.033 (under the *Forms* tab on the Board's website opticalboard.state.nv.us).

If they meet the above requirements, requests for credit for previous experience and training will be considered by the Board at its next regularly scheduled meeting. The Board's decision is a matter of public record.

Shortly after the meeting, the executive director will notify the requester in writing of the Board's decision and record the decision in the licensee database and the individual's permanent file.